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**Safety**

**THE 15 AW MISHAP PREVENTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides local guidance, supplementing AFI 91-202 *The US Air Force Mishap Prevention Program* and Pacific Air Forces Command Supplement 1. This instruction identifies policies and procedures for managing the 15 AW Safety Program. It applies to all 15 AW personnel. Refer recommended changes and conflicts between this and other publications to 15 AW/SE, 25 E Street Suite C128, Hickam AFB HI 96815-5499, on AF Form 847, **Recommendation for Change of Publication**.

**1. Hickam Air Force Base Safety Program:**

**1.1. Unit Commanders are Responsible for Implementing the Air Force Safety Program:**

1.1.1. All 15 AW unit commanders will develop and implement a Commander's Safety Policy Letter within 30 days of appointment. Units will coordinate proposed safety plans, revisions, wing publications, or Operating Instructions (OI) with 15 AW/SE prior to publication.

1.1.2. All 15 AW unit commanders will receive a new commander's safety brief from the 15 AW/SE after taking command. Typically, this briefing will be given by 15 AW/SE at the Wing New Commanders Immersion training, coordinated by the 15 MSS. If a unit CC is unable to attend this training, it is the CCs responsibility to coordinate this briefing with the Wing Safety Office.

1.1.3. All 15 AW unit commanders and assigned tenant unit commanders must appoint a primary and alternate Unit Safety Representative (USR) in writing. The USRs must begin training within 30 days after appointment. Individuals appointed must have a minimum of twelve months retainability. Prior to PCSing, USRs must have an appointed replacement.

1.1.4. All 15 AW unit commanders must review the status of their unit safety program monthly with the Unit Safety Representative (USR) and sign the commanders review/signature log located in tab J of the unit ground safety management book.

1.1.5. Flying unit commanders will appoint a Squadron Assigned Flight Safety Officer (SAFSO) and an Additional Duty Flight Safety Officer (ADFSO). FSO or Aircraft Mishap Investigation

Course (AMIC) formal training for SAFSOs at Air Force Safety Center (AFSC) is desired and will be coordinated through 15 AW/SE. Within 30 days of appointment SAFSOs and ADFSOS will be trained on local procedures by 15 AW/SEF.

1.1.6. 15 AW/SE is available to advise and assist all units deployed to Hickam AFB, unless a previous support agreement exists between 15 AW/SE, 154 WG/SE and the deploying unit. The host and deploying unit personnel will work together to ensure both Hickam and the deployed units safety standards are met. The deploying unit's ground, flight, or weapons safety person is responsible for the deploying unit's safety program and reports significant safety problems and/or hazards to both the deployment commander and the 15 AW/SE.

## **2. Safety Inspections:**

### **2.1. Annual Inspections:**

2.1.1. 15 AW/SEG will publish an annual inspection schedule prior to 1 October of the next FY. The schedule will outline the month the individual units will be inspected. Specific dates will be coordinated with unit commanders at least 30 days prior to planned inspection. 15 AW/SE will combine inspections of disciplines (SEW, SEG, SEF) as much as possible to minimize time impact on units.

2.1.2. 15 AW/SEG, 15 AW/SEF and 15 AW/SEW will out brief unit commanders or their designated representative following annual inspections if requested. A written report will be provided to the unit commander within 30 days of inspection completion.

### **2.2. High Interest Items:**

2.2.1. High interest items will be identified by each safety discipline based on trends or problem areas noted during annual and spot inspections. Semi-annually, a memorandum identifying the 15 AW/SE high interest items will be signed by the Chief of Safety and forwarded to all units. These high interest areas will typically be published after the 2<sup>nd</sup> and 4<sup>th</sup> quarters. After six months, the current high interest items will be reviewed to determine if items should remain high interest. High interest items may be reviewed for closure at earlier intervals if conditions dictate.

## **3. Flight Safety:**

### **3.1. Aircraft Mishap Investigation:**

3.1.1. Damage to any aircraft on a 15 AW installation, from any source, shall be immediately reported to 15 AW/SE through the Hickam Command Post (15 AW/CP, 448-6900). Following a unit assigned aircraft mishap or incident at other than home station, the aircraft commander should complete 15 AW Form 21, Aircraft Mishap Report Worksheet. This report must be sent to 15 AW/SEF (FAX 449-0798) as soon as possible, but not later than 24 hours after the mishap or incident.

3.1.2. 15 AW/SEF, in coordination with unit commanders, may task unit FSOs to conduct their unit class E and C mishap investigations.

### **3.2. Standby FSO Requirements:**

3.2.1. Squadron assigned FSO (SAFSO) and additional duty FSOs (those who have attended the FSO or AMIC course) may be tasked to perform Standby FSO duty if the Wing FSO is flying, TDY, or on leave.

- 3.2.2. Wing FSO will coordinate with additional duty FSOs to fill standby FSO requirements.
- 3.2.3. Standby FSOs will need to be on island of Oahu and within telephone contact at all times.
- 3.2.4. Standby FSOs will be available to respond to reportable aircraft emergencies.
- 3.2.5. Standby FSOs will have a Hickam AFB flight line driver's license.

3.3. **Spot Inspections:** Monitoring required by AFI 91-202 by 15 AW/SEF and SEFN should be conducted utilizing the *15 AW Spot Assessment Checklist* (located in the flight safety vehicle) and logged in the spot inspection database.

3.4. **Mishap Response Plan:** Refer to 15 AW OPLAN 91-1 Mishap Response.

3.5. **Safety Investigation Board (SIB) Requirements:**

- 3.5.1. 15 AW/SEF will maintain a list of potential 15 AW Safety Investigation Board (SIB) members. The SIB list should be updated at least quarterly.
- 3.5.2. SIB members should be trained within one month of appointment and then annually by a trained FSO.

3.6. **PQDR Review:**

- 3.6.1. MXG/QA should provide 15 AW/SE courtesy copies of all PQDR submissions.
- 3.6.2. MXG/QA should provide 15 AW/SE courtesy copies of PQDR findings, once final.

4. **Ground Safety:**

4.1. **Unit Safety Representatives (USR):**

- 4.1.1. All USRs will conduct monthly spot inspections within the unit's areas of responsibility. Hazards and discrepancies will be documented and tracked until corrective action is completed. Minimum documentation consists of date inspection, location(s)/program elements inspected, findings or discrepancies and follow up tracking until closed out. Documentation will be maintained for a 12-month period from last annual inspection.
- 4.1.2. All USRs will maintain a log of military (on/off-duty) and civilian employee (on-duty) mishaps and maintain copies of completed 15 AW Form 127, **Notification of Civilian/Military Injury or USAF Property Damage Ground Mishap Report** and PACAF Form 161 **Notification Of Civilian/Military Injury or USAF Property Damage Ground Mishap Report**. Documentation will be maintained for a 12-month period from the last annual inspection or date of injury, whichever is greater.
- 4.1.3. All USRs will disseminate mishap prevention information (i.e. mishap summaries, bulletins, messages, special subjects for inspection, seasonal campaigns) to unit personnel via the most appropriate method for the unit.
- 4.1.4. All USRs will coordinate monthly responses to open findings from annual wing safety inspections. Monthly responses must be reviewed by the unit commander and forwarded to the ground safety office no later than the 30th of each month.
- 4.1.5. All USRs will attend quarterly 15 AW/SEG USR meetings. These meetings will typically be held after the quarterly Wing Occupational Safety and Health Council.

4.1.6. All USRs will maintain a unit ground safety management book within the following guidelines: (additional tabs may be added)

TAB A: USR Letter of Appointment and Documentation of Training

TAB B: Record of Mishaps (On-Duty Mishap Log and Off-Duty Mishap Log)

TAB C: List of Safety Directives (Unit Specific)

TAB D: Record of Safety Inspections/Assessments and monthly spot inspections

TAB E: Hazard Report Log (Copies of unit specific AF Form 457, **USAF Hazard Report**, AF Form 1118, **Notice of Hazard** and AF Form 3, **Hazard Abatement Plan**)

TAB F: Hazard Abatement Log (RACs 1,2,and 3 Log) and a (RAC 4 and 5 Log)

TAB G: Work Unit Identifier

TAB J: Commander's Review/Signature Log

TAB K: Misc Items (i.e. safety briefing packages, crosstell information, inspection checklists, meeting minutes, etc.)

#### 4.2. **Work-center Supervisors:**

4.2.1. Work-center supervisors will conduct monthly spot inspections in their areas of responsibility and report findings to the USR. Hazards and discrepancies will be documented and tracked until corrective action is complete. Minimum documentation consists of date of inspection, location(s)/program elements inspected, findings or discrepancies and follow up tracking till closed out. Documentation will be maintained for a 12-month period.

4.2.2. Work-center supervisors will conduct and document monthly supervisor safety briefings. Documentation will consist of number of personnel assigned, number present for briefing, date of briefing, briefer name and topic. Documentation will be maintained for a 12-month period.

4.2.3. All flight/sections will maintain a safety management book with the following guidelines: (unit may add additional tabs)

TAB A. Unit Safety Representative (s) Appointment Letter

TAB B. Work Section Monthly Safety Meeting Documentation

TAB C. Monthly Spot Inspection Checklist and Documentation

TAB D. Job Safety Training Outline(s)

#### 4.3. **Traffic Engineering Committee:**

4.3.1. The Traffic Engineering Committee (TEC) is a forum for discussing problems, recommending solutions and advising the commander on traffic-related matters.

4.3.2. The council shall meet at least once per quarter and is chaired by the 15 MSG/CD.

4.3.3. Membership includes representatives from Wing Safety, Civil Engineers and Security Forces.

4.3.4. The installation ground safety manager makes all council arrangements, establishes the schedule, develops and distributes the agenda and records and publishes council meeting minutes.

4.3.5. The 15 AW Commander or a designated senior management official approves the minutes. All council members receive copies of the minutes. OPRs are identified for items requiring action.

4.4. **Safety Bulletin Boards:** Bulletin boards must be conspicuously displayed at each facility within the unit where employees report to work. Units may utilize “on-line” safety bulleting boards on a unit web page; however, this does not replace the requirement for a conspicuously displayed physical board.

4.4.1. Safety bulletin boards must contain the following mandatory items:

4.4.2. HQ PACAF commanders safety policy letter

4.4.3. Wing commander’s safety policy letter or visual aid.

4.4.4. Unit commander’s safety policy letter or visual aid.

4.4.5. Mishap & hazard notification visual aid, 15 AW VA 91-1.

4.4.6. Current seasonal safety materials (e.g., posters, safety grams, safety tips relative to assigned personnel).

4.4.7. AFVA 91-307, *Air Force Occupational Safety and Health Programs*.

4.4.8. Blank AF Forms 457, **USAF Hazard Report, with instructions**.

4.4.9. Unit mishap notification procedures.

#### 4.5. **Mishap Notification and Reporting:**

4.5.1. To meet the goals and objectives of AFI 91-204, Safety Investigations and Reports, commanders shall develop unit mishap notification procedures. A notification chain shall be established to include: supervisors, unit safety representatives, unit command sections, wing safety and if after duty hours, the command post.

4.5.1.1. Supervisors and/or Unit Safety Representatives (USR) are responsible to verbally or electronically report all on-duty military and civilian injuries and property damage mishaps to 15 AW/SEG as soon as they become aware of them or no later than two hours of the occurrence.

4.5.1.2. Supervisors and/or USR’s will report any off-duty military injuries to 15 AW/SEG by noon of the first work day following the injury. All on and off-duty military personnel injuries, as well as civilian personnel on-duty injuries, including first aid type, will be reported on a properly completed 15 AW Form 127, Ground Mishap Report. Initial notification from the unit to 15 AW/SEG may be verbally or via e-mail. All property damage mishaps and mishaps involving government owned motor vehicles, including all-terrain vehicles (ATV), golf carts and utility type vehicles, will be reported on a properly completed PACAF Form 161, Ground Mishap Report Worksheet. The original completed 15 AW Form 127 and the PACAF Form 161 shall be delivered to the 15 AW Safety Office (15 AW/SEG) within 5 working days of the mishap.

4.5.2. The Civilian Personnel Flight (15 MSS/DPCE) and Non Appropriated Fund (NAF) Human Resources Management Office (15 SVS/SVFR) staffs will provide 15 AW/SEG with a copy of injury/illness and medical reports normally within 48 hours, immediately after receipt, or seven workdays from the date of the injury, whichever occurs sooner.

4.5.3. In order to provide timely and accurate mishap information to 15 AW/SEG, the Tripler Army Medical Center's admission and disposition log will be reviewed by the Air Force Liaison for admissions of active duty Air Force members and faxed to the 15 AW/SEG daily. Information forwarded will contain at a minimum, the admitted individual's name, grade, last 4 of the SSN, unit assigned, date of admission, ward, and if the admission was for an injury or disease. The TRI-CARE Element will forward admissions that are the result of an injury to 15 AW/SEG. The Resource Management-Medical Affirmative Claims (MAC) staff will prepare an extract listing from the clinic's daily log of patients treated for injuries. The extract listing will be provided to the 15 AW/SEG on an AF Form 1488, Daily Log of Patients Treated for Injuries, and will include only those patients treated for occupational injuries and illnesses. The 15 MDG Primary Care Clinic will capture pertinent information on all active duty Air Force and DAF/NAF DoD civilians who report for treatment for occupational/work related injuries/illnesses and fill out an 15 AW Form 127, that will be collected by the 15 AW/SEG personnel. Active duty Air Force members placed on "quarters" by a DoD medical facility, other than Hickam AFB Clinic, have the responsibility to inform the members unit orderly room. The members supervisor shall complete all necessary safety forms, 15 AW Form 127 or PACAF Form 161, and provide them to 15 AW/SEG. The Medical Records Flight will ensure that medical forms forwarded from other DoD medical facilities are provided to 15 AW/SEG.

4.5.4. 15 AW/SEG mishap investigators will ensure a draft of the final report for Class A, B and C ground mishaps is sent to the GSM or Chief of Safety through SAS coordination for review before transmission of final report. This notification will arrive NLT 5 days prior to the required final report date.

## 5. Safety Awards.

### 5.1. Safety Awards:

5.1.1. 15 AW/SE is the OPR for the Safety Awards Program.

5.1.2. Purpose: This program is established to recognize individuals and units that have made significant effort towards accomplishing our mission while protecting our resources and safeguarding our personnel. By identifying, publicizing, and rewarding these accomplishments, we hope to instill pride and set examples for all Hickam AFB personnel.

5.1.3. Unit commanders and their safety representatives will be familiar with the 15 AW Safety Awards Program so that deserving personnel are recognized in a timely manner.

5.1.4. Award nominations will be submitted to 15 AW/SE electronically on AF Form 1206, *Nomination for Award*. Include a citation in Word format, if required. Follow nominations with a written recommendation in the form of a Memorandum signed by the unit commander. Unit safety personnel will be responsible for ensuring any photo requirements are accomplished and forwarded to 15 AW/SE.

5.1.5. Quarterly Award nominations must be submitted by the first Wednesday of the next quarter. Nominations for annual awards must be submitted by 5 October.

5.1.6. 15 AW/SE will complete nominations, in coordination with squadrons, for PACAF and Air Force Safety Awards.

### 5.2. 15 AW Safety Well Done Award:

5.2.1. Purpose: Provide rapid recognition of personnel who make a significant contribution that affects safety mishap prevention activities or for mitigating the effects of a single safety mishap event.

5.2.2. Eligibility: All Hickam AFB and tenant personnel are eligible. There is no limitation on number of awards presented. Submissions should be received within 20 days of the event.

5.2.3. Nomination Procedure: Anyone witnessing the act other than the individual may submit a nomination. Nominations may be submitted in narrative or bullet format and should clearly describe the event and the impact of the nominees' actions.

5.2.4. 15 AW safety well done award winners will be submitted for PACAF level safety well done awards. 15 AW/SE, with unit cooperation, will prepare the PACAF nomination package.

5.2.5. Selection Procedure: The 15 AW Chief of Safety will select winners based on the impact of the action. All nominations will be evaluated as quickly as possible to ensure rapid recognition of all winners.

5.2.6. Presentation: The Well Done Memorandum will be addressed to the individual's commander and include presentation of the 15 AW Safety Office Coin.

### 5.3. **Quarterly Individual (Flight, Weapons, or Ground) Award:**

5.3.1. Purpose: Recognize Hickam-based personnel who have significantly contributed to flight, weapons, or ground safety. The individual contributions may be a single act that prevented injury, loss of AF property, or mission degradation; or implementation of a program that enhanced the 15 AW's overall safety posture.

5.3.2. Eligibility: All personnel assigned to Hickam AFB are eligible to receive this award.

5.3.3. Nomination Procedure: Submit nominations in bullet or narrative format to the 15 AW Safety Office. Indicate for which safety discipline (flight, weapons, or ground) the individual is nominated. Include specific details and results. Nominations must be received by the first Wednesday of the next quarter.

5.3.4. Selection Procedure: The 15 AW Chief of Safety will select winners based on the impact of the action. Normally, one winner will be selected from each area.

5.3.5. Presentation: The 15 AW quarterly awards are presented at the Integrated Safety Council.

### 5.4. **Annual Unit Safety Award:**

5.4.1. Purpose: Recognize the unit that has made the greatest contribution to the 15 AW Safety Program throughout the previous fiscal year and has excelled in mishap prevention.

5.4.2. Eligibility: The award is open to all 15 AW squadrons.

5.4.3. Nomination Procedure: Unit commanders may submit nominations in narrative or bullet format to the 15 AW Safety Office NLT 05 October.

5.4.4. Some areas to consider include:

5.4.4.1. Complexity of actions taken to enhance safety or prevent a mishap.

5.4.4.2. Unusual hazards, circumstances, working conditions, measures taken in the prevention of a mishap, and the enhancement to safety programs.

5.4.4.3. Previous safety record to include number, type, and severity of past mishaps.

5.4.4.4. Significant contributions to the prevention of future mishaps e.g., T.O. changes, material deficiency reports, suggestions, hazard reports and establishment of an operating instruction.

5.4.4.5. Other achievements toward enhancing mission accomplishment while preventing accidents.

5.4.4.6. What level contributions were put into effect (Unit, Wing, NAF, MAJCOM, and AF).

5.4.5. Selection Procedure: The Chief of Safety, Ground Safety Manager, Chief of Flight Safety, and Chief of Weapons Safety will review and score each nomination independently. 15 AW/CC will review and approve the unit winner.

5.4.6. All nominations shall be scored during the same session to allow for better comparison.

5.5. **MAJCOM and Air Force Level Awards:** Units should reference AFI 36-2833/PACAF Sup 1 for specific information on MAJCOM and Air Force level safety awards.

**Area Scored Points available Points given**

Specific achievements and contributions towards safe mission accomplishment. 25

Unit Safety History 20

Mishap Experience Trend 20

Hazard Identification and Abatement 20

Safety Awareness, education, publicity 15

Totals 100

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**Attachment 1****(AFJSTO)****HAZARDS OF THE JOB OR TASKS AND SAFETY PROCEDURES TO FOLLOW****A1.1. Hazards of the Work Area:**

A1.1.1. Write your own outline for this section. Remember, this will be different from section one above. The section will include physical hazards that can lead to injuries.

A1.1.2. Make a list of all the hazards employees might encounter in the workplace.

A1.1.3. Some examples of items to brief: Wet or greasy floors due to spills; inadvertent exposure to welding arc; exposure to harmful fumes or vapors (vehicle exhaust, cleaning solvents, etc.); open desk or filing cabinet drawers; and exposure to noise levels above 85 decibels.

**A1.2. Occupational Safety and Health Administration (OSHA) Standards and Guidance that**

**Apply to Job and Workplace:** The Wing Safety Office, Fire Department, and the Bioenvironmental Engineering offices may be consulted if you are unsure which standards are needed for your area. Work centers maintain safety standards that directly impact their day-to-day operations.

A1.2.1. Your Unit Safety Representative or the 15 AW Safety Office can assist you in determining what instructions you need in your workplace.

A1.2.2. Show all employees where they can find the publications. If the standards or instructions are accessed on the computer publications library then make sure every worker knows how to find each standard.

A1.2.3. List each publication that apply to your section and briefly describe what items it addresses. Ex: AF Occupational Safety and Health (AFOSH) Std 91-66 General Industrial Operations. This standard gives guidance on floors and walking surfaces, packing supplies, walls, ceilings, material, and other industrial operations.

**A1.3. Personal Protective Equipment (PPE) They Will Need and How, When and Where To Use It:**

A1.3.1. Brief the employee on the personal protective equipment (PPE) required to complete each task performed. Personal protective equipment issued to them (safety shoes, gloves and ear plugs). Annotate in section II of AF Form 55. Personal protective equipment available in the workplace (chemical gloves, face shields and rubber apron). Annotate in Section III of AF Form 55.

A1.3.2. Explain the proper use of the equipment. How and when to use it. How to inspect and care for it. Where it is located if provided by the shop.

**A1.4. Locations and Use of Emergency and Fire Protection Equipment:**

A1.4.1. Include the workplace and other areas the worker will visit.

A1.4.2. Show employees the fire alarm call boxes and how to use them.

A1.4.3. Show the location of fire extinguishers/fire hoses and how to use them.

A1.4.4. Show the location of other emergency equipment you may have in the workplace and how to use it.

**A1.5. Emergency Procedures that Apply to the Job and Workplace : Make a list specific to the employee's work area and job. Here are some examples:**

- A1.5.1. Equipment emergency shutoff procedures.
- A1.5.2. Main circuit breakers/emergency shutoff for electrical circuits.
- A1.5.3. Location of emergency lighting.
- A1.5.4. First-aid procedures to follow in case of an emergency.

**A1.6. Reporting Unsafe Equipment/Condition/Procedures:**

- A1.6.1. Explain to employees any time they see unsafe equipment, conditions, or procedures (no matter how minor they appear), they must report it to the supervisor immediately.
- A1.6.2. If the supervisor cannot correct the hazard on the spot, the supervisor will report it to the proper authorities (Safety, Fire Department, or Bioenvironmental Engineering) for assistance.
- A1.6.3. Oral reporting to the supervisor is the quickest way to get a hazard corrected.

**A1.7. Location, Submission Procedures, and Purpose of AF Form 457, USAF Hazard Report (AFIs 91-202 and 91- 301):**

- A1.7.1. Show the employee where the AF Forms 457 are kept.
- A1.7.2. Show the employee an example of how to complete the form.
- A1.7.3. Explain the purpose of the form.
- A1.7.4. Explain to them that they can send it directly to the 51st Fighter Wing Safety Office if they choose not to go through their supervisor.

**A1.8. Mishap Reporting Procedures (AFI 91-204):**

- A1.8.1. What should be reported?
- A1.8.2. Report all on and off duty mishaps involving active duty members and Air Force property.
- A1.8.3. How should they be reported?
  - A1.8.3.1. Report these mishaps to your supervisor.
- A1.8.4. If the supervisor is not available, complete notifications through your chain of command.
- A1.8.5. Depending on the type of mishap, numerous base agencies may require notification, such as Wing Safety, Fire Department, Bioenvironmental Office Civilian Personnel, Law Enforcement and Civil Engineering (Real Property) are several prime examples.
- A1.8.6. If the severity of a mishap is serious or the potential for a serious mishap exists an investigation may be required by the Wing Safety Office and other base agencies (timely notifications are essential).

A1.8.7. PACAF requirement: All mishaps will have a 15 AW Form 127 completed and forwarded to the 15 AW Safety Office within five days. DAF employees also require a 15 AW Form 127, CA-1 and CA-16. NAF civilians require a PACAF Form 161, LS 201 and LS-202.

**A1.9. Emergency Telephone Numbers:**

**A1.10. Locations and Required Review of Appropriate Safety Bulletin Boards and AFVA 91-307 (AFOSH Poster):**

- A1.10.1. Show all employees where the safety bulletin board is located.
- A1.10.2. Tell the employees what information is maintained on the bulletin board
- A1.10.3. Show employees where AFVA 91-307, AFOSH Program poster is located.
- A1.10.4. Have the employee check the bulletin board periodically.
- A1.10.5. The following information should be posted on the bulletin board.
  - A1.10.5.1. HQ PACAF commanders safety policy letter
  - A1.10.5.2. Wing and unit commander's safety policy letter.
  - A1.10.5.3. Unit commander's operational risk management policy letter or visual aid.
  - A1.10.5.4. Blank copies of AF Forms 457 with completion instructions.
  - A1.10.5.5. Posters and educational materials ( e.g., safety grams, newsletters, safety tips relative to assigned personnel ).
  - A1.10.5.6. AFVA 91-307, *Air Force Occupational Safety and Health Programs*.
  - A1.10.5.7. Unit mishap notification procedures.

**A1.11. Location of Medical Facilities and Procedures for Obtaining Treatment:**

- A1.11.1. Base medical facility is located in building 559.
- A1.11.2. Military personnel should use the base clinic when possible.
- A1.11.3. DOD and NAF civilian employees are authorized and encouraged to use the base clinic for initial evaluation and treatment of on-the-job injuries/illness.

**A1.12. Requirement for Documentation and Notification of On-the-Job Injury or Illness:**

- A1.12.1. Employees must report all illnesses that may have been caused by a work process or job related injuries or illnesses to their supervisor.
- A1.12.2. Occupational injuries/illness to civilian employees must also be reported on appropriate CA-xx and LS-XX (NAF forms).

**A1.13. Purpose and Function of AF Form 1118, Notice of Hazard:**

LOCATION NUMBER

COMMAND POST 449-6900

FIRE 449-8103

POLICE 449-6372

SAFETY OFFICE 449-0749

A1.13.1. Purpose: This form has a red border and would be posted at the site of a known hazard that has not been corrected within 30 days and could reasonably cause severe injury, illness or property damage if interim precautions are not taken.

A1.13.2. Safety, fire, or health officials can only issue the AF Form 1118.

A1.13.3. Function: This form is one method of providing information to workers, supervisors, and visitors on serious hazards within the work center. The supervisor would not use the AF Form 1118 for routine application of mishap prevention tags for maintenance work. The requirements for control of hazardous energy sources in each work center are contained in AFOSH STD 91-501.

A1.13.4. Only the issuing authority can remove this form.

**A1.14. Individual Responsibilities for Ensuring Own Safety (AFI 91-301):**

A1.14.1. Must comply with Occupational, Safety and Health (OSH) Guidance.

A1.14.2. Promptly report safety, fire and health hazards and deficiencies.

A1.14.3. Promptly report injuries and illnesses to supervisor.

A1.14.4. Use required protective equipment.

A1.14.5. Give due consideration to personal safety and safety of fellow workers while completing assigned task.

**A1.15. Required Use of Safety Belts:**

A1.15.1. All personnel on an Air Force installation must use serviceable occupant restraints while operating or riding as a passenger in any motor vehicle COMPACAF Zero Tolerance Policy Letter on Nonusage of Seatbelt usage and Proper Motorcycle Personal Protection Equipment, dated 14 Oct 03.

**A1.16. Personal Rights and Responsibilities Under OSH Guidance (AFI 91-301):**

A1.16.1. The employee has the right to take part in the AFOSH Program without fear of coercion, discrimination, or reprisal.

A1.16.2. Employees can request inspections of unsafe or unhealthful working conditions to the supervisor, safety manager, fire protection specialist or bio environmental engineers, including OSHA officials.

A1.16.3. Employees have rights to access applicable OSHA and AFOSH standards, installation injury and illness statistics, safety, fire prevention and health program procedures, and their own employee exposure and medical records.

A1.16.4. Employees can decline to perform an assigned task because of reasonable belief that the task poses an imminent risk of death or serious bodily harm. The affected employee and local management may request an assessment by installation safety, fire or health professionals before proceeding.

A1.16.5. Employees must be allowed to use on-duty time to take part in AFOSH program activities.

**A1.17. Air Force Hazard Communications (HAZCOM) Program:**

A1.17.1. Each work place using or handling hazardous material will maintain a written HAZCOM program . The specific requirements are located in AFOSH STD 161-21.

A1.17.2. Include the location of the HAZCOM training materials to ensure supervisor includes it as part of AFOSH training.

**A1.18. Confined Space Requirements :**

A1.18.1. Confined space requirements are located in AFOSH STD 91-25 and 15 AWI 91-25.

A1.18.2. Consult the 15 AW Safety Office for further guidance on the Confined Space Program.

**A1.19. Manual Lifting Guidance (AFOSH STD 91-46):**

A1.19.1. Generally speaking a weight of 40 pounds for the average woman and 60 pounds for the average man should be the maximum amounts of weights that is manually lifted.

A1.19.2. For weights greater than this additional help should be sought or mechanical assistance used.

A1.19.3. Gloves should be worn to lift objects, which have sharp burred edges or splintered surfaces.

A1.19.4. Before an object is lifted it should be inspected for any slippery substances.

A1.19.5. Position your feet shoulder width apart for balance with one foot to the rear and the other foot slightly ahead of the side of the object.

A1.19.6. Crouch to the load and stay close to minimize strain on the back muscles.

A1.19.7. Keep your back as straight as possible and from the hips.

A1.19.8. Pick up materials with a full palm grip do not use fingertip grip.

A1.19.9. Slide the object toward the body to give it some motion and at the same time lift the object with the legs and bring it to a vertical position.

A1.19.10. Consult AFOSH Std 91-46 for additional manual lifting guidance.

**A1.20. Jewelry Safety (AFOSH Std 91-66, Chapter 2):** Supervisors should conduct a job safety analysis to identify tasks where the wearing of finger rings or other jewelry should be restricted. Once these tasks are identified the supervisor will include this information as part of initial employee safety training. Placing tape over rings or wearing gloves does not provide protection or eliminate the requirement to remove the ring. Any jewelry that presents a potential for catching, snagging, pulling, and tearing should be evaluated and restricted from wear if necessary. Consult your technical orders and AFOSH standards for additional guidance.

**A1.21. Potential Hazards Associated With the Surrounding Local Area:** This part of the briefing is primarily used when personnel are required to travel off base as part of their job requirement. Some issues that should be addressed but are not limited to are:

- A1.21.1. Hazardous weather conditions such as heavy rains, floods and thunderstorms.
- A1.21.2. Traffic hazards such as highly congested areas around the base entry gates and the local area.
- A1.21.3. Other conditions such as narrow roads and sporadic driving habits by local drivers.

**A1.22. Occupational Medical Examination Requirements:** List the requirements for all occupational medical exams as determined by Military Public Health in this section. Some work centers will have a requirement for an annual hearing exam and some sections will require an annual vision and colorblind test for crane operators. Consult Military Public Health for your section's requirement.

**A1.23. Lockout/Tagout Requirements (AFOSH 91-501):** The guidance on the Lockout /Tagout requirements can assist you with establishing your program if you require one.

**A1.24. Principle of Risk Management (AFI 90-901, AFPAM 90-92 & AFD 90-9):**

- A1.24.1. ORM does not solely refer to the functional area of operations. ORM applies to tasks we perform during our daily operations.
- A1.24.2. The Air Force will identify and eliminate, if possible, or reduce all hazards to personnel and property and to the general public when those hazards result from its operations.
- A1.24.3. When the Air Force cannot eliminate hazards, it will assess and document the risk associated with them and use protective measures to lower the risks to an acceptable level or to the lowest level feasible.
- A1.24.4. When hazards cannot be practically eliminated, commanders and operators must know the specific risks involved and manage those risks to an acceptable level to accomplish the mission.
- A1.24.5. ORM computer based training is available on the internet at <https://rmis.saia.af.mil>. Go to ORM University; enter your user name; establish a password and click login; click attend class and study ORM fundamentals.